

# HILLSBOROUGH COUNTY **SHERIFF'S OFFICE**

DAVID GEE, SHERIFF

Tampa, FL



[joinhcsso.com](http://joinhcsso.com)

**Job Title:** Licensed Practical Nurse (Occupational and Employee Health SVCS)  
**Job Code:** W0808  
**Pay Grade:** WI  
**Exempt:** No  
**Probation:** Twelve-month initial probationary period

## **Job Overview**

Perform patient health care duties in the Occupational and Employee Health setting.

## **Job Duties and Responsibilities**

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Assist providers and registered nurses with patient medical care and procedures.
- Review and monitor patient health information and update information in the electronic health record.
- Record and report patient body temperature, blood pressure, pulse, height, weight, pain scale, and medical history in the electronic health record.
- Administer medications and vaccinations as directed by physicians and process prescribed medication for dispensing.
- Conduct medical screening studies including, but not limited to, EKG, Spirometry, Vision, Audiometry, TB screens, respirator fit testing, urine drug screens, etc.
- Perform phlebotomy and collection of other patient specimens.
- Properly handle and label specimens for laboratory analysis.
- Work as part of the interdisciplinary team to assist with care plans as appropriate.
- Perform clinical and patient care responsibilities.
- Perform wound care and assist with medical procedures.
- Process prescribed medication for dispensing.
- Apply durable medical equipment.
- Educate patients on use of durable medical equipment.
- Conduct screening components of annual and post-offer physical examinations.
- Perform respirator fit testing.
- Perform urine drug screen collection.
- Assist in the management of the physical examination program.
- Assist in the management of onsite vaccination programs.
- Schedule appointments.
- Discharge patients.
- Coordinate referrals.
- Communicate with pharmacies and other medical facilities.
- Assist with the coordination and facilitation of wellness presentations and support groups.
- Maintain pharmaceutical and medical supply inventory.
- Maintain examination room cleanliness and supplies.
- Assist patients in transferring to and from wheelchairs.
- Appropriately document treatment and associated coding.

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- Are familiar with current medical documentation requirements.
- Provide nursing assessments within their scope of practice.
- May be required to oversee the operation of the facility, staff, and clients on a limited basis.
- Maintain annual training requirements.
- Perform other related duties as required.

## **Knowledge, Skills, and Abilities**

- Strong verbal and written communication skills.
- Ability to use a computer and related software.
- Ability to use electronic medical records.
- Proficiency in Excel and Word.
- Considerable knowledge of nursing theory, techniques, and practices.
- Working knowledge of medications, drugs, and narcotics and their effects.
- Some knowledge of State of Florida licensure requirements.
- Skill in performing emergency cardiopulmonary resuscitation and first aid.
- Skill in the use of medical equipment.
- Ability to work under stressful conditions.
- Ability to follow established procedures.
- Ability to collect, organize, and evaluate data and develop logical conclusions.
- Ability to use a computer and related software.

## **Minimum Qualification(s)**

Note: Applicants must meet the following requirement(s) to be considered minimally qualified for the job.

Possession of a valid State of Florida Practical Nurse License; and

One year of clinical nursing experience; and

Possession of a valid CPR Certification; and

Possession of a valid Driver License.

## **Additional Requirements**

- Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months.
- No illegal drug use after 30 years of age.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- Prior military personnel must not have a dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a criminal background investigation or update including polygraph, reference/employment/neighborhood checks, and medical evaluation.